

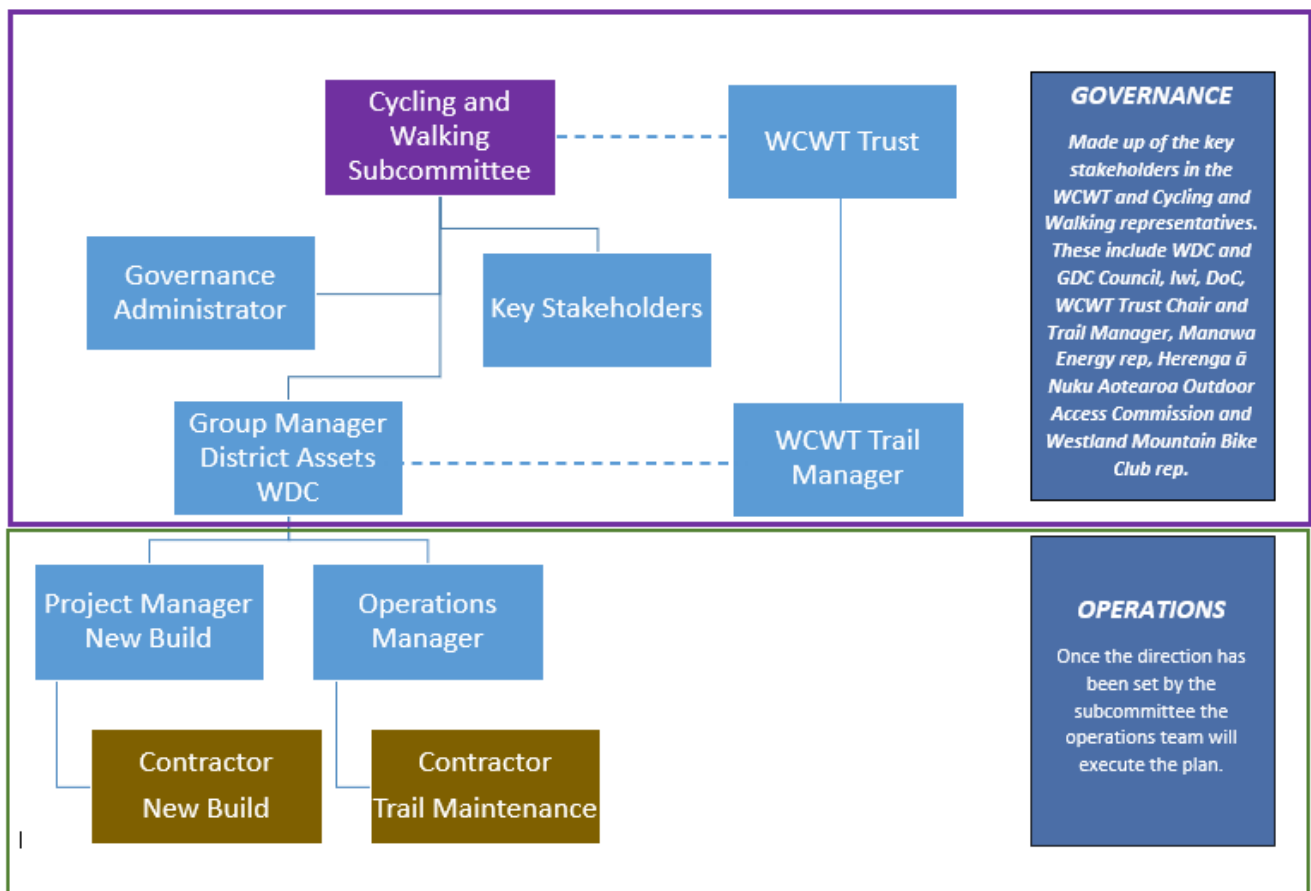


TERMS OF REFERENCE FOR THE CYCLING AND WALK SUBCOMMITTEE

Title	Cycling and Walking Subcommittee
Authorising Body	Mayor/Council
Status	Subcommittee of Council
Quorum	The Chair plus two members
Adopted by Council	24 November 2022
Administrative Support	Chief Executive’s Office

Purpose

The purpose of the Cycling and Walking Subcommittee is to oversee the Governance of the West Coast Wilderness Trail (WCWT) and guide future strategy in decision-making in regard to cycling and walking.



Responsibility

The Cycling and Walking Subcommittee is responsible for the following:

- Defining the overall Strategic Plan for the West Coast Wilderness Trail (WCWT).
- Ownership of the development and maintenance of the Cycling & Walking Asset Management Plan.
- Defining the priority projects with the Cycling & Walking Asset Management Plan.
- Reviewing and defining the financial sustainability of each proposal.
- Ensuring the prioritisation of projects reflects the community/user needs.
- Supports the NZ Cycle Trail Nga Haerenga network program and strategy and meets the criteria set by Major Great Rides NZ.
- Working closely with all key stakeholders of the WCWT & other stakeholder organisations.
- Supporting Funding applications as applicable.
- Assist with bridging project barriers outside the influence of staff

In connection with each project, the subcommittee shall receive regular reports from management containing such information it deems relevant to fulfil its mandate, including but not limited to information concerning:

- Project timetable, critical path events, and progress to completion
- Major project milestones, including variance analysis and mitigation strategies
- Key issues or disputes and proposed mitigation strategies
- Project budget updates, showing actual expenditures versus budget, use of contingencies, and projected final expenditures

Report to Council on a regular basis to provide updates as required.

Delegations to the Subcommittee

The Cycling and Walking Subcommittee shall have the following delegated powers and be accountable to the Council for the exercising of these powers. In exercising the delegated powers, the Subcommittee will operate within:

- Policies, plans, standards, or guidelines that have been established and approved by Council
- The overall priorities of the Council
- The needs of Iwi and the local communities
- The approved budgets for the activity.

The Cycling and Walking Subcommittee shall have delegated authority to:

- Co-opt other members as appropriate.
- Provide the powers necessary to perform the Subcommittee's responsibilities except:
 - Powers that the Council cannot legally delegate or has retained for itself
 - Where the Committee's responsibility is limited to making a recommendation only.
 - Deciding significant matters for which there is high public interest, and which are controversial.
 - Commissioning of reports on new policy where that policy programme of work has not been approved by the Council.

Power to Delegate

The Cycling and Walking Subcommittee may not delegate any of its responsibilities, duties, or powers.

Membership

The Cycling & Walking Subcommittee will comprise the following, one of which will be the chairperson:

- Chairperson (Westland District Council-appointed representative and appointed by the Mayor)
- Two Iwi representatives
- One Grey District Council representative
- The Chair of the West Coast Wilderness Trail Trust
- The Trail Manager of the West Coast Wilderness Trail Trust
- A representative from Manawa Energy
- A Department of Conservation representative being the Hokitika Operations Manager (or representative)
- A Herenga ā Nuku Aotearoa Outdoor Access Commission representative
- A Westland Mountain Bike Club representative

Chairperson

The Chairperson is responsible for:

- The efficient functioning of the subcommittee;
- Setting the agenda for subcommittee meetings in conjunction with the Chief Executive; and
- Ensuring that all members of the subcommittee receive sufficient timely information to enable them to be effective Committee members.

The Chairperson will be the link between the subcommittee and Council staff.

The Chair appointment will be reviewed and appointed following the selection of Councillors at each new Triennium.

Quorum

The quorum at any meeting of the subcommittee shall be the Chairperson and any two members.

Frequency of Meetings

The Committee shall meet as required but not less than quarterly.

Conduct of Affairs

The Committee shall conduct its affairs in accordance with the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, the Local Authorities (Members' Interests) Act 1968, Council's Standing Orders and Code of Conduct.

Relationships with Other Parties

The Chief Executive is responsible for servicing and providing support to the subcommittee in the completion of its duties and responsibilities. The Chief Executive shall assign council staff as required to provide these functions on his/her behalf.

The Chairperson may request the Chief Executive, staff in attendance, and all other parties other than Council representatives to leave the meeting for the duration of the discussion concerning a member of staff. The Chairperson will provide minutes for that part of the meeting.

The subcommittee acknowledges that Waka Kotahi (NZTA) are a major stakeholder in the outcomes of the WCWT and plays an important part in aspects of the trail that impact on NZTA assets and rider safety. Whilst they do not form part of the membership of the subcommittee, they will be consulted on any relevant aspect of the subcommittee work.

APPENDIX 3

The Subcommittee also recognises the role the Ministry of Business, Innovation and Employment (MBIE) plays in their role with Major Great Rides. Not only are they a provider of funding but also ensure the overall performance and health of the trail are maintained and where possible improved. The Subcommittee will seek support for the strategy and direction of the trail through MBIE on a regular basis or as stipulated in formal agreements.

Contacts with Media and Outside Agencies

The Subcommittee Chairperson is the authorised spokesperson for the Subcommittee in all matters where the Committee has the authority or a particular interest.

Subcommittee members, including the Chairperson, do not have delegated authority to speak to the media and/or outside agencies on behalf of Council on matters outside of the subcommittee's delegations.

The Chief Executive will manage the formal communications between the subcommittee and its constituents and for the subcommittee in the exercise of its business. Correspondence with central government, other local government agencies, or other official agencies will only take place through Council staff and will be undertaken under the name of the Westland District Council.

Conduct of Affairs

The subcommittee shall conduct its affairs in accordance with the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, the Local Authorities (Members' Interests) Act 1968, Council's Standing Orders and Code of Conduct.

Public Access and Reporting

Notification of meetings to the public and public access to meetings and information shall comply with Standing Orders, but it should be noted that:

- Workshops may be held to provide an opportunity for councillors to give guidance to staff on the next steps (direction setting), however, they cannot make decisions or formal resolutions.
- Extraordinary meetings of the subcommittee must be held in accordance with Standing Orders.

The public may be excluded from the whole or part of the proceedings of the meeting and information withheld on one or more of the grounds specified in s.48 of the Local Government Official Information and Meetings Act 1987.

Minutes of meetings

The subcommittee shall record minutes of all its proceedings.